

MARLBORO TOWNSHIP

1979 TOWNSHIP DRIVE
MARLBORO, NEW JERSEY 07746

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: _____

Address: _____

Telephone [Day]: _____

Information Requested [please be as specific as possible in describing the records being requested]:

[] **Copy of Minutes** [specify board or entity, date, topic or other identifying information]:

[] **Copy of Ordinance or Resolution** [specify date, number, or other identifying information]:

[] **Police Accident Report** Fee: _____

Identify Accident: _____

[] **License Information** [specify] _____

Information on a Specific Property: Address _____

Block _____ Lot _____

[] **Municipal Lien Search** Fee: \$ 10.00

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in *N.J.S.A. 54:5-11*, et seq.

[] **List of Property Owners within 200'** Fee: _____

As provided in *N.J.S.A. 40:55D-12*, the fee is the greater of \$.25 per name or \$10.00

[] **Other** [specify] _____

A request for access to Government Records must be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. This request may be filed in person or by mail, fax or electronically. The term "government records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1*. The term does not include employee personnel files, police investigation records, public assistance files or other matters in which there is a right of privacy or confidentiality or interagency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days and, if applicable, the response will indicate the time which will be required to provide the records. In general, the following apply to this request:

- Immediate access is ordinarily available to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will generally be available immediately after the minutes have been approved.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: first page to tenth page, \$0.75 per page; eleventh page to twentieth page, \$0.50 per page; all pages over twenty, \$0.25 per page; for a police accident report there is an additional fee when the request is not made in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by *N.J.S.A. 39:4-131*. There is no fee involved in simply inspecting documents during normal business hours. The Municipal Clerk will advise you of any deposit requirements.
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

Applicant certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family (*N.J.S.A. 47:1A-1, et seq.*)

Applicant's Signature

Date:_____

MARLBORO TOWNSHIP

GOVERNMENT RECORDS REQUEST RESPONSE

To: _____

Date: _____

In response to your request, you are entitled to access to the following government records:

The document or documents listed below and requested by you cannot be provided to you because the document or documents are not government records as provided by law, for the following reason(s):

You have a right to appeal the decision that the document or documents are not government records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1, et seq.* If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Records will be available to you on: _____

Number of Pages: _____

Cost: _____

Deposit, if any: _____

Municipal Official

Date: _____

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Applicant's Signature

Date: _____